



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1601.2  
N01H  
29 Aug 03

COMNAVREGSWINST 1601.2

From: Commander, Navy Region Southwest

Subj: DUTIES AND RESPONSIBILITIES FOR DISPLAY OF NATIONAL  
ENSIGN ONBOARD COMMANDER NAVY REGION SOUTHWEST  
HEADQUARTERS

Ref: (a) NTP 13(B)  
(b) OPNAVINST 1710.7A  
(c) U.S. Navy Regulations

Encl: (1) Days Requiring Display of the Holiday Size National  
Ensign

1. Purpose. To provide guidance and assign responsibilities for displaying the National Ensign onboard Commander, Navy Region Southwest (CNRSW) Headquarters at Broadway Complex, Building 1.

2. Applicability. Provisions of this instruction apply to all active and reserve E1-E6 personnel permanently or temporarily assigned to CNRSW Headquarters. CNRSW Headquarters consists of the following workcenters: Flag Office, Flag Admin, Public Affairs, Legal/IG, Manpower, Protocol, Regional Admin, First Lieutenant and Regional Master Chief Staff.

3. Policy.

a. References (a) through (c) delineate the requirements for displaying of the Holiday Size National Ensign and half-staffing of the National Ensign.

b. The Holiday Size National Ensign shall be displayed above CNRSW Headquarters from 0800 to sunset on Sundays and holidays listed in enclosure (1). The National Ensign shall be lowered at 0755, prior to raising the Holiday Size National Ensign at 0800. When half-masting the National Ensign, it shall, if not previously hoisted, first be hoisted to the truck or peak smartly and then slowly lowered to half-mast. Before lowering from half-mast, the ensign shall be hoisted to the truck or peak and then lowered.

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4. Action.

a. All E-6 and below personnel permanently or temporarily assigned to CNRSW Headquarters will be required to perform duties outlined in this instruction as part of their normal military responsibilities.

b. A designated Command Flag Watchbill Coordinator will publish a monthly Flag Watchbill assigning flag duties to specific individuals. The assigned individual will be responsible for their specific duty day. In the event, of an unscheduled display of the Holiday Ensign, or a requirement to half-staff the Ensign, the Command Flag Watchbill Coordinator will assign duties as necessary. The Flag Watchbill shall be posted and distributed monthly.

c. The Holiday Size Ensign will be displayed on all anniversaries listed in enclosure (1), and all Sunday's.

d. Duty personnel assigned will be in the proper uniform of the day with cover.

e. Training will be provided to all E-6 and below, prior to being assigned to the Command Flag Watchbill.

f. All E-6 and below personnel assigned to CNRSW Headquarters will perform this duty unless exempted by the Chief of Staff. Requests for temporary or permanent exemption from this duty will be routed to the Chief of Staff with supporting documentation for final approval.



A. D. BRUNHART  
Deputy and  
Chief of Staff

Distribution:

[www.cnrsw.navy.mil/admin/menu.htm](http://www.cnrsw.navy.mil/admin/menu.htm)

Copy to:

All CNRSW departments (Broadway complex)

**DAYS REQUIRING DISPLAY OF THE  
HOLIDAY SIZE NATIONAL ENSIGN**

|                                   |   |
|-----------------------------------|---|
| NEW YEAR'S DAY                    | 1 JANUARY                               |
| MARTIN LUTHER KING JR.'S BIRTHDAY | 3 <sup>RD</sup> MONDAY IN JANUARY       |
| INAUGURATION DAY                  | 20 JANUARY (EVERY 4 <sup>TH</sup> YEAR) |
| LINCOLN'S BIRTHDAY                | 12 FEBRUARY                             |
| WASHINGTON'S BIRTHDAY             | 3 <sup>RD</sup> MONDAY IN FEBRUARY      |
| EASTER SUNDAY                     | VARIES                                  |
| MOTHER'S DAY                      | 2 <sup>ND</sup> SUNDAY IN MAY           |
| ARMED FORCES DAY                  | 3 <sup>RD</sup> SATURDAY IN MAY         |
| NATIONAL MARITIME DAY             | 22 MAY                                  |
| MEMORIAL DAY                      | LAST MONDAY IN MAY                      |
| FLAG DAY                          | 14 JUNE                                 |
| INDEPENDENCE DAY                  | 4 JULY                                  |
| LABOR DAY                         | 1 <sup>ST</sup> MONDAY IN SEPTEMBER     |
| STATE'S BIRTHDAY                  | 9 SEPTEMBER                             |
| PATRIOT DAY (HALF-STAFF)          | 11 SEPTEMBER                            |
| CONSTITUTION DAY                  | 17 SEPTEMBER                            |
| NATIONAL POW/MIA DAY              | 3 <sup>RD</sup> FRIDAY IN SEPTEMBER     |
| COLUMBUS DAY                      | 2 <sup>ND</sup> MONDAY IN OCTOBER       |
| NAVY'S BIRTHDAY                   | 13 OCTOBER                              |
| NAVY DAY                          | 27 OCTOBER                              |
| VETERAN'S DAY                     | 11 NOVEMBER                             |
| THANKSGIVING                      | 4 <sup>TH</sup> THURSDAY IN NOVEMBER    |
| CHRISTMAS DAY                     | 25 DECEMBER                             |

\* All Sunday's and other days directed by the President of the United States.